

MARKETING AND COMMUNICATIONS MANAGER

Christ Church Spitalfields is a growing church community in East London seeking to Follow Jesus, Build Life Together, and Renew East London. The aim of our marketing and communications is to invite people to join in with what God is doing in this part of the city we live in.

The Marketing and Communications Manager will be responsible for managing the Christ Church Spitalfields and St John on Bethnal Green Social Media Accounts, developing printed and digital media, and overseeing a range of marketing campaigns across Christ Church platforms. You will work with the Head of Operations to plan, create and post content on each channel.

Reporting

Line Manager: Head of Operations

Terms & Conditions

- Hours: Part-time 2 or 3 days per week (0.5-0.6), including Tuesdays and Sundays
- Salary: £28,000 pro rata per annum
- Annual Leave: 33 days pro rata, including statutory bank holidays

CORE RESPONSIBILITIES

Marketing Strategy and Delivery

- Your core responsibility will be to design and deliver effective marketing campaigns for the key events in the life of the church (Alpha / Easter / Focus / Christmas etc.), as well as weekly comms and marketing, including:
 - Working with ministry leads to develop effective marketing campaigns for main events in the life of the church
 - Social Media communications (as stated below)
 - Creating copy for timely in-person comms (Sunday Services / Life Groups) as well as printed media
 - Design visuals/graphics for marketing materials (printed media / online media / sermon series branding etc)
 - Oversee use of branding throughout all church communications and on site in the building
 - Develop marketing and communication strategy and implementation across ministries

Social Media Delivery

- Your core responsibility will be to plan, create and schedule posts on our Facebook and Instagram channels, including:
 - Creating a schedule for regular channel specific content
 - Working with ministry leads to create relevant content
 - Reposting stories by church members and visitors
 - Answering basic questions via DM
 - Responding to comments of each post
 - Engaging with partner churches, organisations and national stories
 - In addition, you will be tasked with the ongoing development of a TikTok Channel.

General Responsibilities

- Follow the Christ Church Spitalfields Safeguarding Policy
- Represent and champion Christ Church Spitalfields creative projects
- Act as a role model within the Christ Church Spitalfields creative team, demonstrating what it means to be a follower of Jesus both 'on and off' duty

PERSON SPECIFICATION

- Active Christian faith, passionate about the mission of Christ Church Spitalfields to see Jesus loved, Churches grown and Society transformed
- Desire to learn and develop leadership and personal skills
- Ability to work well with others and highly effective communicator
- Strong organisational and project management skills
- Able to prioritise competing demands
- Creativity and the ability to generate innovative and original solutions and ideas
- An appreciation of design in graphics, video and interiors
- Reliable, responsible and flexible

Safeguarding

As our commitment to Safeguarding, the role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance.

Training

At Christ Church Spitalfields we believe in the development of all our staff members. Training opportunities for the future growth and career development of the successful candidate will be provided alongside 'on the job' and all role specific training, such as Health & Safety and Safeguarding which will be provided at induction.

Employment Checks

The role is subject to satisfactory completion of pre-employment checks, including:

- Two references - one personal and one professional
- Right to Work in the UK Check

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

HOW TO APPLY

Please send a copy of your CV and cover letter (giving addresses of two referees - one personal, one professional) via email to: hello@spitalfields.church.

